eFlight Release Process

As of 1 October 2009 the eFlight Release process may be used by all wings. The eFlight Release process is not mandatory at this time. Eventually use of the CAPF99 will be discontinued and all flight releases must then be done as eFlight Releases.

Basic rules for electronic flight releases:

Electronic releases may not be given more than 24 hours prior to the planned departure time.

A phone conversation, or in person, between the FRO and pilot must occur to complete the release and the FRO checklist and IMSAFE must be reviewed. It is recommended that this conversation take place no more than four hour prior to the planned departure. A release is not complete until this conversation takes place.

Flight releases may be recorded on the CAPF99 until the FRO can record the releases in WMIRS. Any CAPF99's must be retained by the pilot until the end of the following month. FRO's are required to enter all releases given via a CAPF99 into the eFlight Release system as soon as possible.

For cadet primary training flights the CAP instructor pilot must be listed on the sortie form as the "PILOT" and receive the flight release. This is also the case for those flights in which the cadet is flying solo.

Pilots who have expired CAPF5 check rides must list the instructor pilot or check pilot as the "PILOT" on the sortie form. This is also the process for pilots receiving instruction in a new model of aircraft prior to become qualified or flights preparing for a CAPF5 check ride if his/her annual check ride has expired.

FRO's will have access to all eFlight Release functions. Pilots who are not FRO's will only have access to their data and the eFlight Release reports.

eFlight release flow:

1) The pilot for a sortie, or another party entering the sortie, lists the proper "PILOT" CAPID and selects one or more FRO's to issue the release. Once the sortie is entered an email will be sent to the FRO(s) noting that a flight release has been requested.

If any of the following changes are made to a sortie within 24 hours of the flight being flown, WMIRS will send the release request email again and the sortie must be re-released.

Change of "PILOT," Change of sortie date, Change of planned departure time, Change of aircraft, Change of flight plan type, Change of flight purpose (e.g. MP to TMP or vice versa, instrument and/or commercial pilot requirement)

2) The FRO logs in and approves or denies the release. Note: **The FRO must be the person logged in for the validation to function properly.**

3) The "PILOT" will receive an email stating the release has been granted.

The system does not generate a "FRO number" to be recorded on the AIF flight log page. "EFR" should be entered on this form if the release was via eFlight Release.

eFlight Release menu items:

The eFlight Release module maintains a menu on the left side of the page throughout the process. The menu items are either single links or expand to show additional options.

Pilots My Flights – list of flights for the logged in CAPID My Flying Status – pilot qualifications from eServices for the logged in CAPID

Flight Release Officers My Pending Releases – lists of release requests of the logged in CAPID All Pending Releases – lists all sorties for the Wing for which releases have not been completed. Only future sorties are shown. Mission Releases – a drop down box allows selection of a Wing mission number. If it is the monthly A or M mission number the next page will allow selection of the mission symbol. Enter CAPF99 Releases – Allows flights previously released on a CAPF 99 to be entered in the eFlight Release system.

Reports FRO List – list of all FRO's for the Wing appointed in eServices with unit and phone numbers Flight Release By FRO – CAPF99 formatted list of releases for a selected FRO, month and year Monthly EFR Summary – shows the number of releases given and denied by FRO for the selected month and year

Utilities Select FRO's – list of all FRO's appointed in eServices, if checked they appear on the sortie form

WMIRS Main – link to the main WMIRS page

Logout – logout of the system

Access to the eFlight Release forms/pages:

Flight Release Officers will see a link on the main WMIRS page to take them to the module via the link

eFlight Release

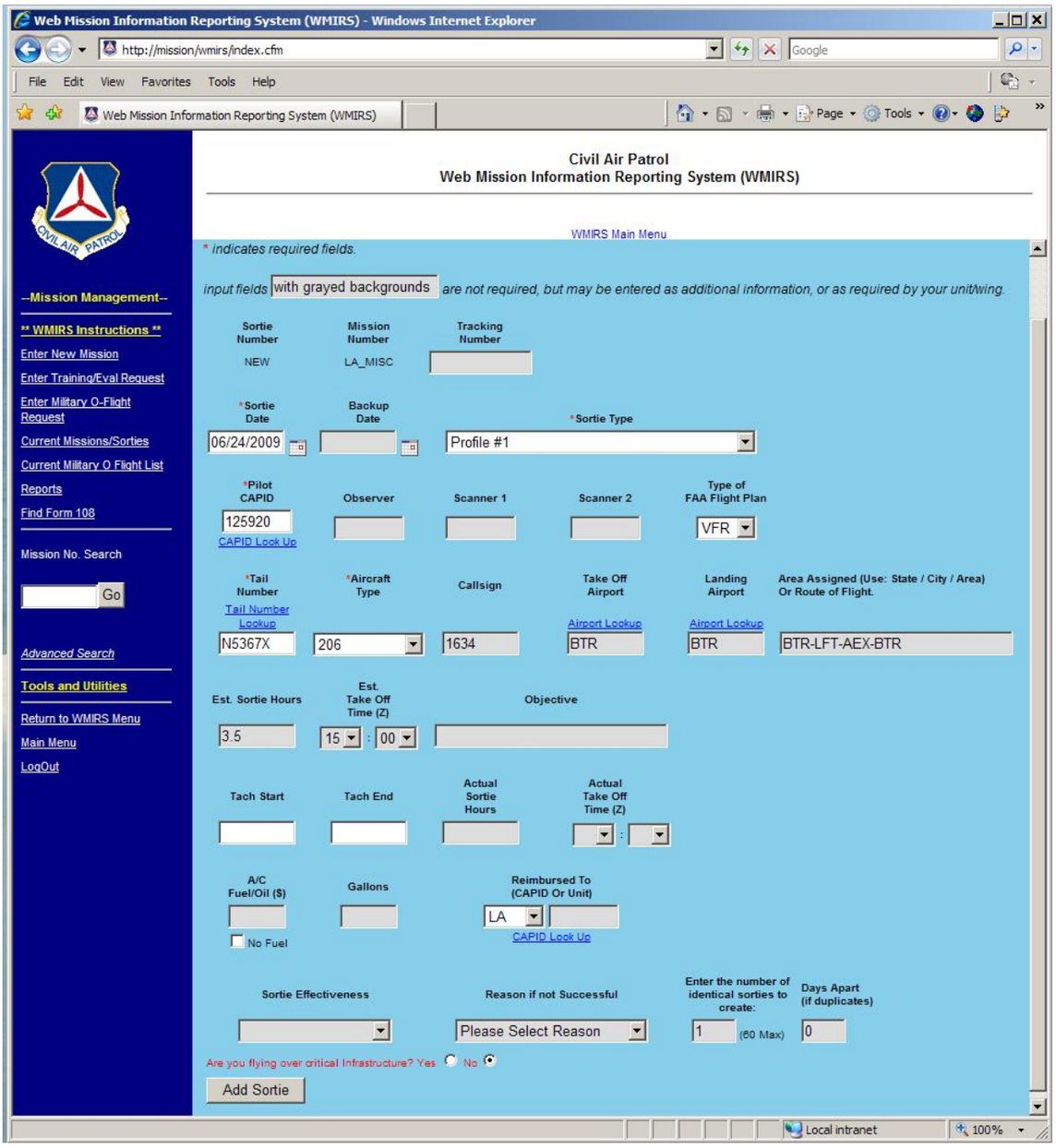
Recording releases in WMIRS that were done on the paper CAPF99 after the flight. The sortie is entered into WMIRS as usual and the FRO enters the pilot's CAPID and date of the flight into the CAPF 99 Release entry page. The FRO then releases the flight as any other eFlight Release in the system.

The starting point for the electronic flight release process is similar to the normal sortie entry process in WMIRS. Pilots enter, or update, their sorties in WMIRS under the proper mission number and the flight is automatically loaded into the flight release system.

The new sortie add/edit page has additional fields required for flight release as well as other fields requested by wings. The layout is also organized to reduce the need to scroll horizontally. The pilot's CAPID is now required for the flight release. Once entered, the sortie is placed in the "All Pending Releases" queue for review by a Flight Release Officer (FRO). To select a FRO, or multiple FRO's, use the drop down list. To select multiple FRO's hold down the Ctrl key and click names. If FRO's are selected the request will be place in their "My Pending Releases" queue.

e-Flight Release Process

The electronic flight release process is similar to the normal sortie entry process in WMIRS. Pilots enter their sorties in WMIRS under the proper mission number and the flight is automatically



loaded into the flight release system.

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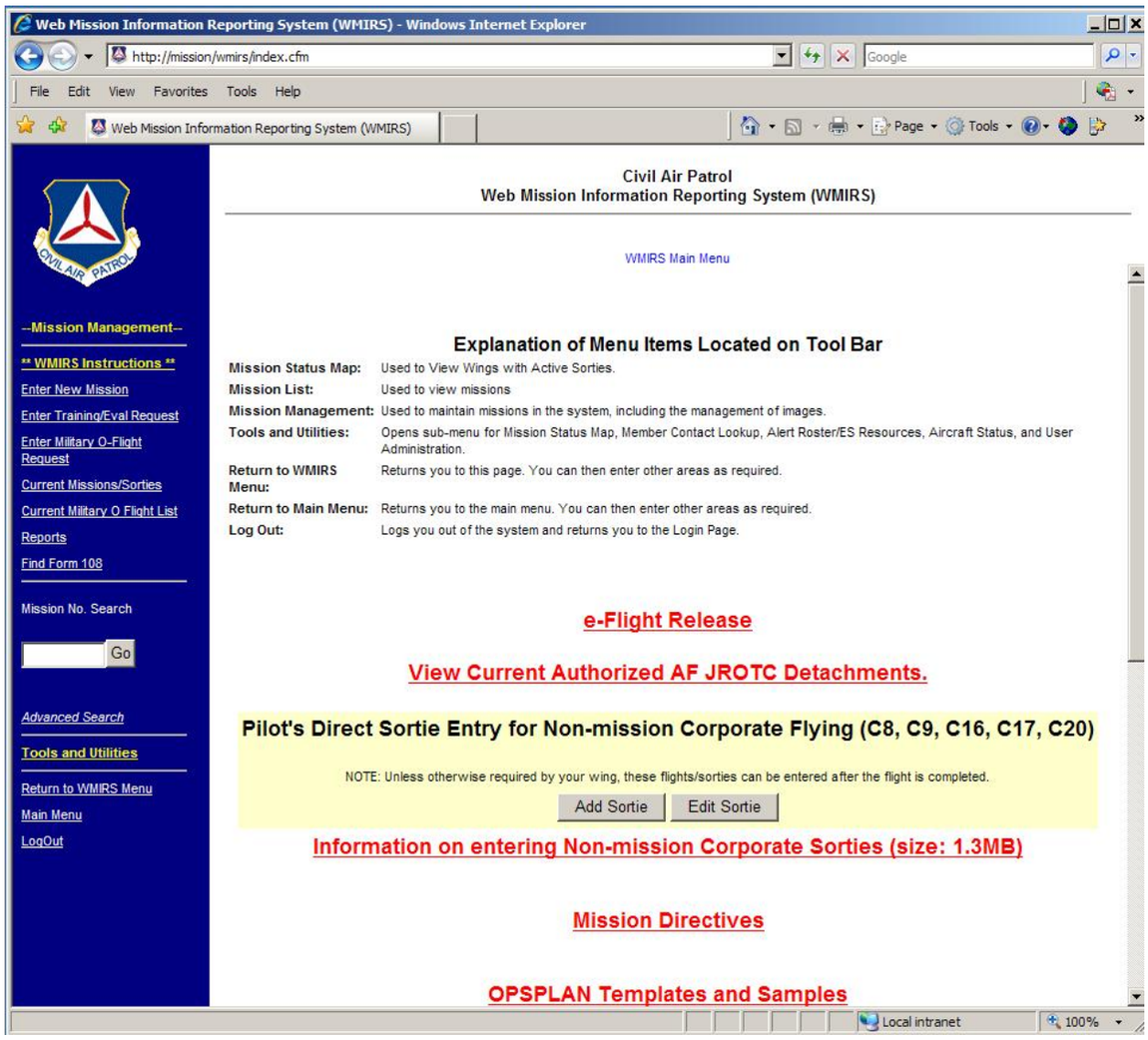
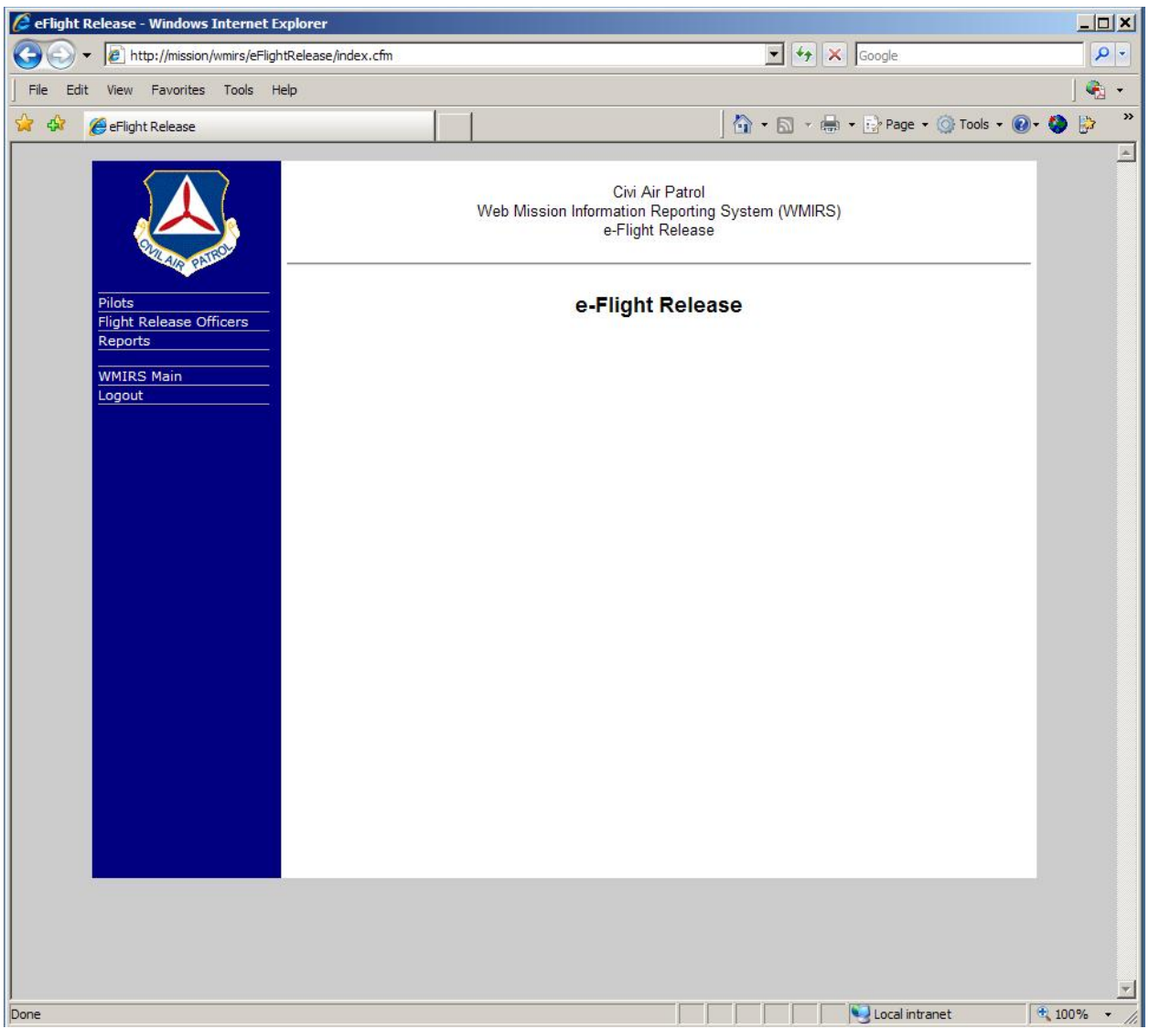
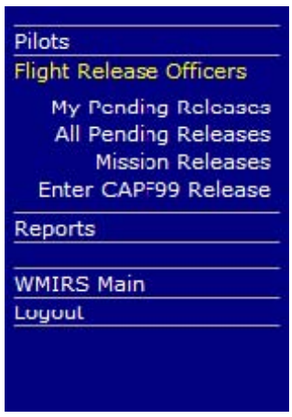
To get to the e-Flight Release section, the FRO logs into WMIRS as usual and will see the “e-Flight Release” link in the middle of the main page.





Clicking the e-Flight Release link will bring you to the e-Flight Release main page.

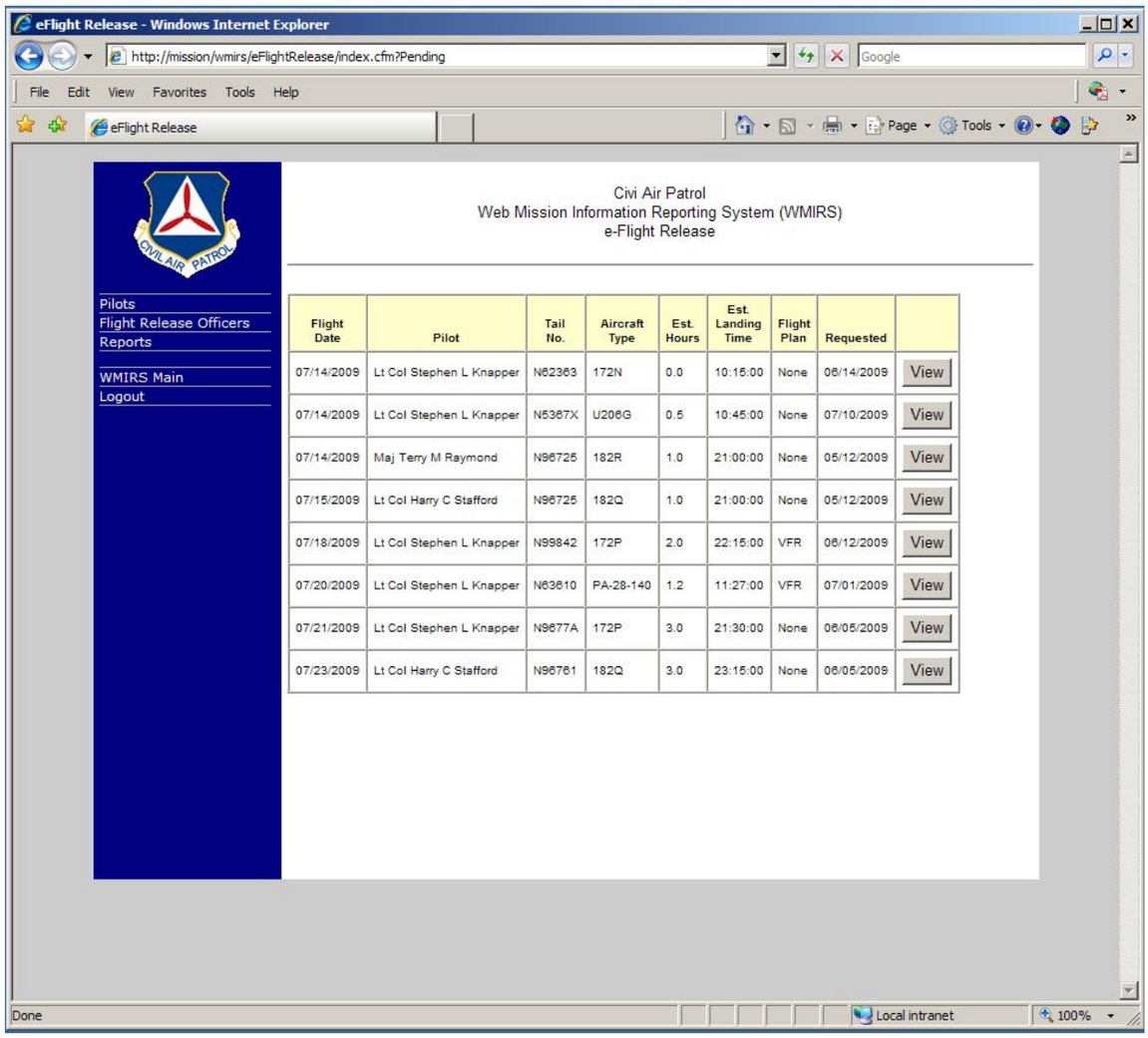
Clicking “Flight Release Officers” will open the choices under that area.

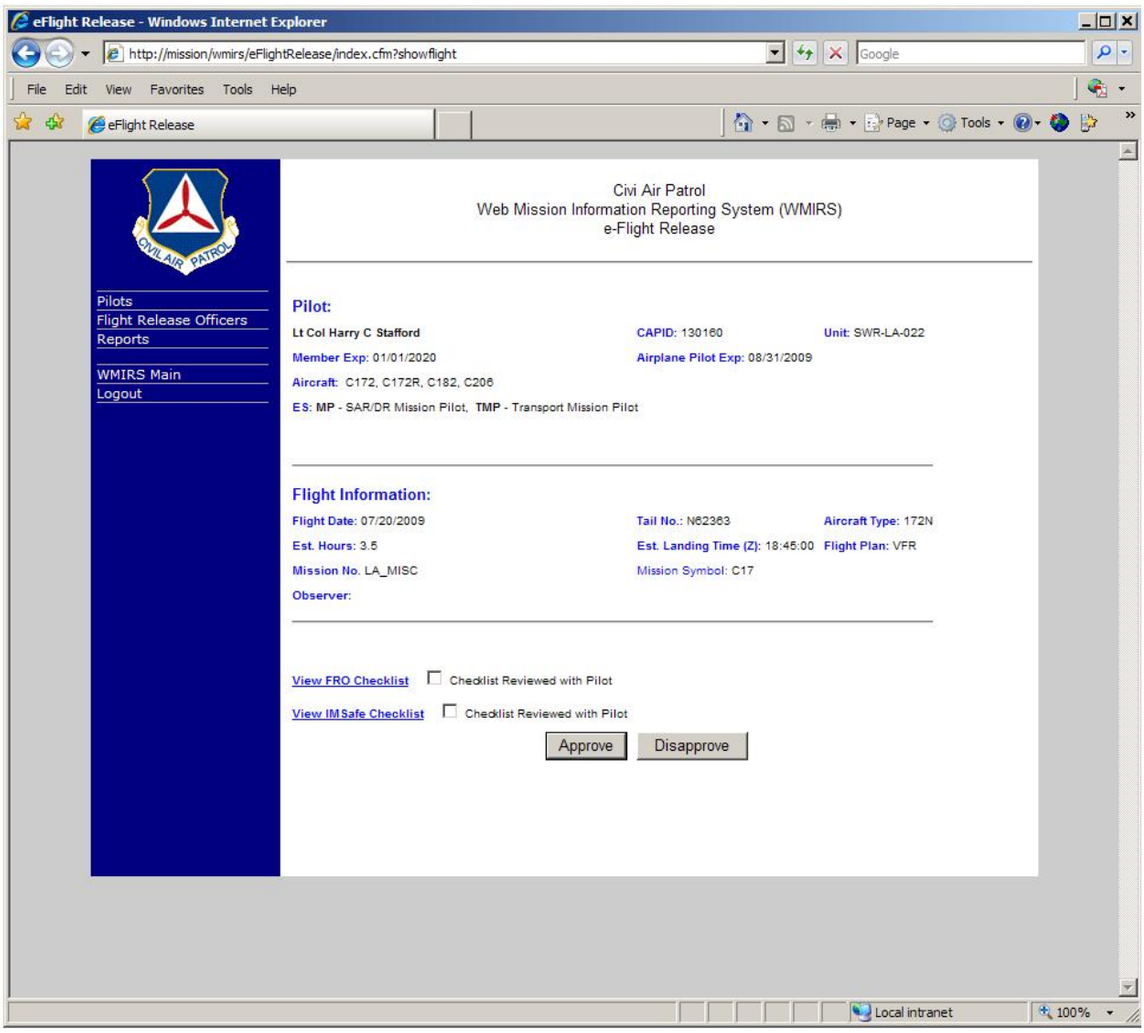


Clicking " My Pending Releases" will bring up pending releases you are requested to release.

Clicking "All Pending Releases" brings up all pending flight releases for your wing.

From the pending list, the FRO may select any flight for review and approval by clicking the “View” button.



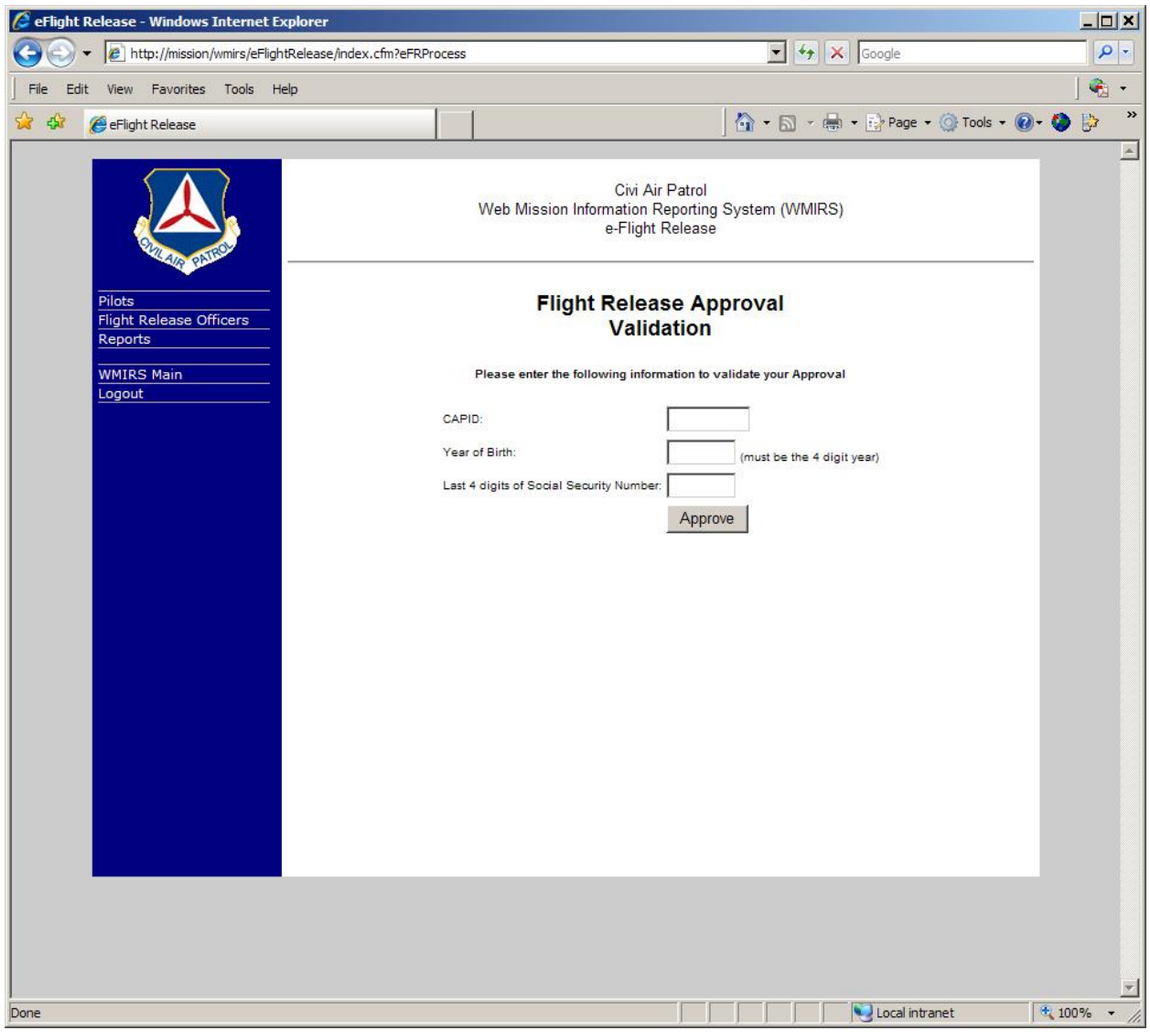


From the view page, the FRO has the ability to review basic pilot status and the information on the flight. Before approving any flight, the FRO will review the FRO checklist and the “IM Safe” checklist with the pilot either in person or by phone. Both checklists are accessible by links on the view page above the Approve/Disapprove buttons. The FRO must check the check box next to each checklist before the approving the flight release. Once ready, the FRO should click the “Approve” or “Disapprove” button to complete the flight release process.

The FRO may not release a flight on which the FRO is the pilot, crew, or passenger. Should the FRO be on the selected flight, the “Approve” and “Disapprove” buttons will be replaced with:

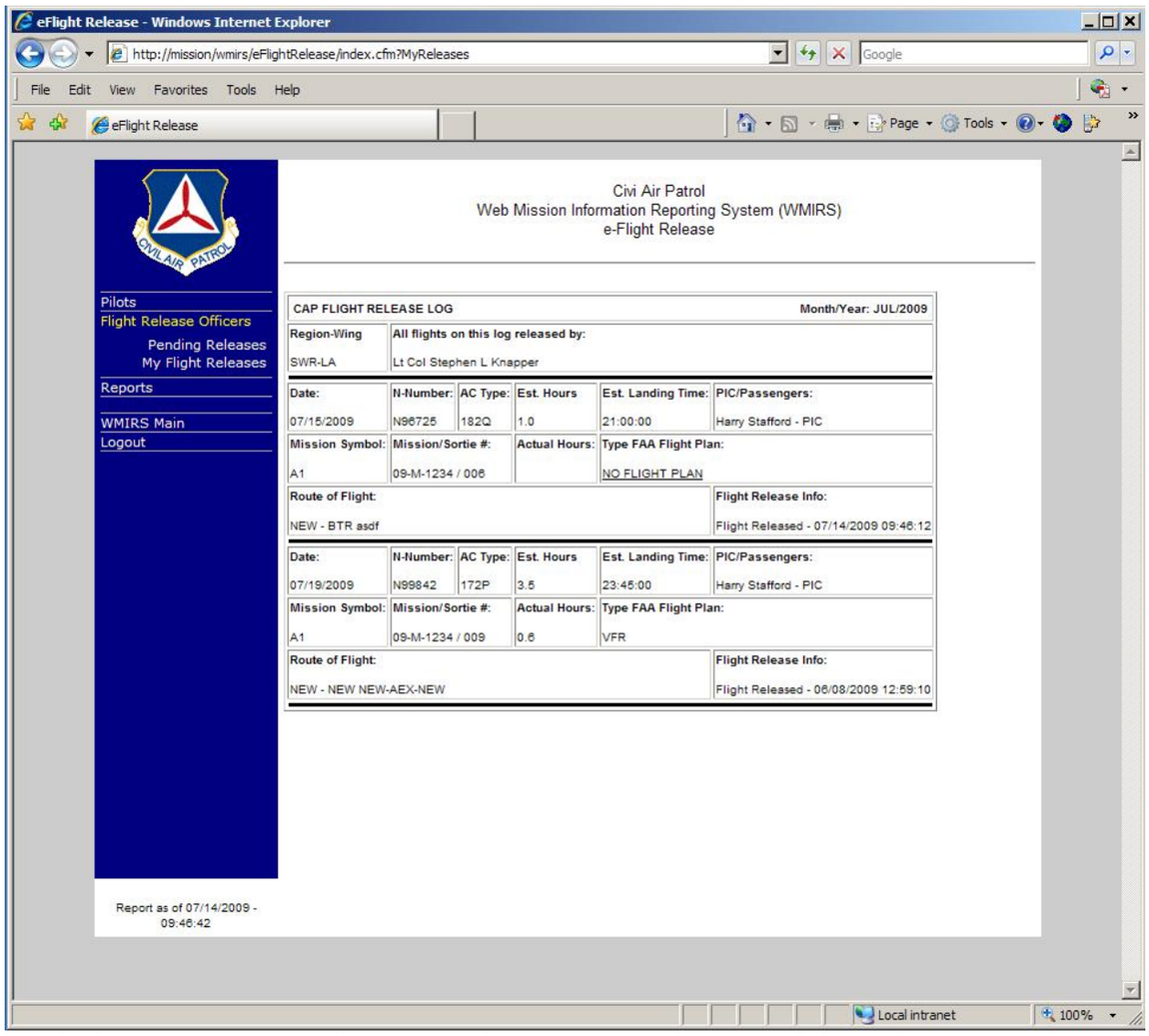
Approval not allowed (you are on this flight).

If the FRO is added to the flight after the flight release, the user will receive a notice that the flight release will be removed and the flight will be put in a “pending” status.



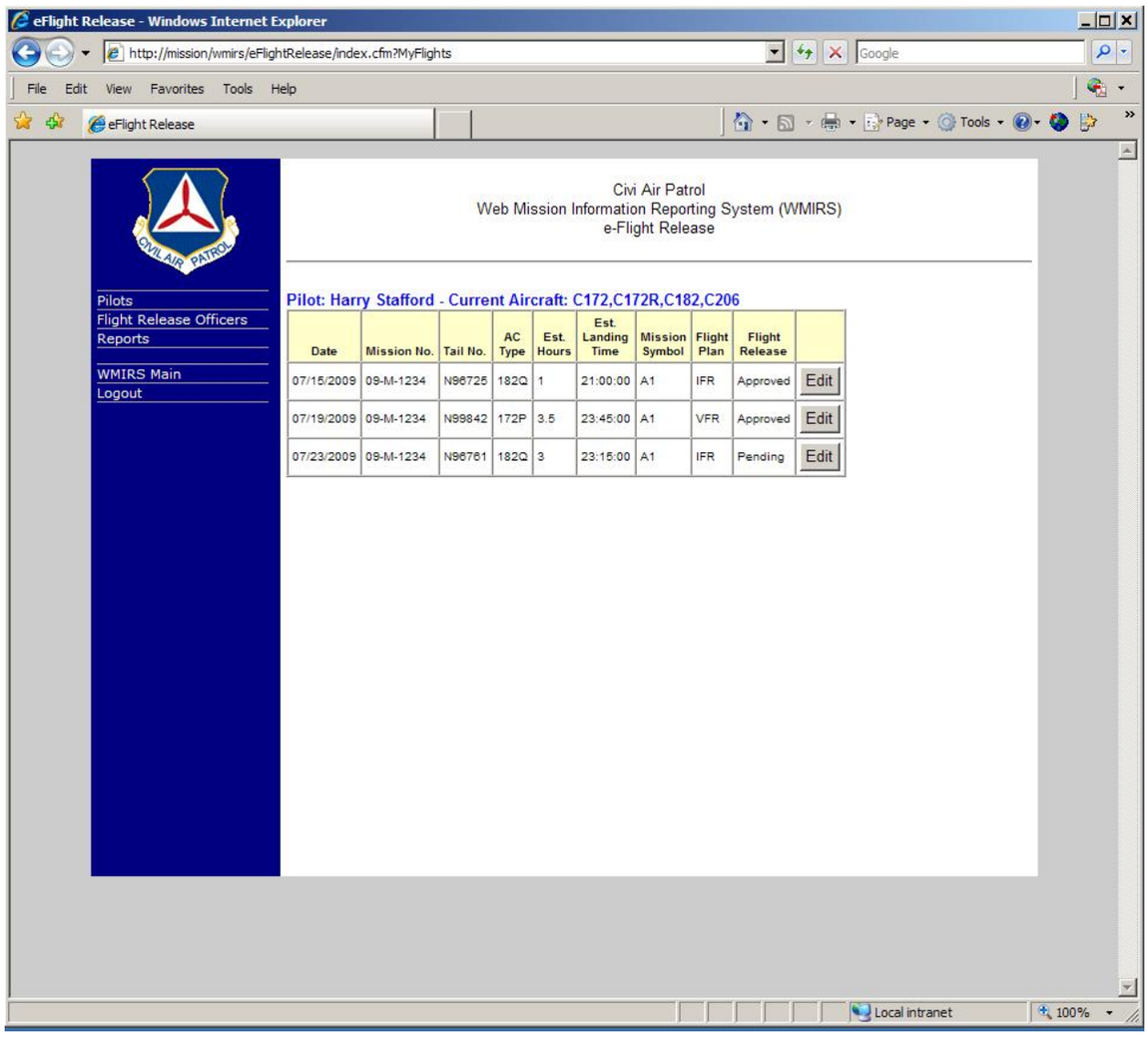
Whether approving or disapproving, the system will ask for the same data to validate the FRO. The FRO must be the person logged into WMIRS in order to be validated properly. The FRO provides their CAPID, year of birth, and the last 4 digits of their Social Security Number (note, this page is on a secure socket and all data is encrypted.)

Once approved, the pilot will receive an E-Mail confirmation of the flight release. “Flight Release



By FRO” (under “Reports”) will show the flights released by an FRO for a given month.

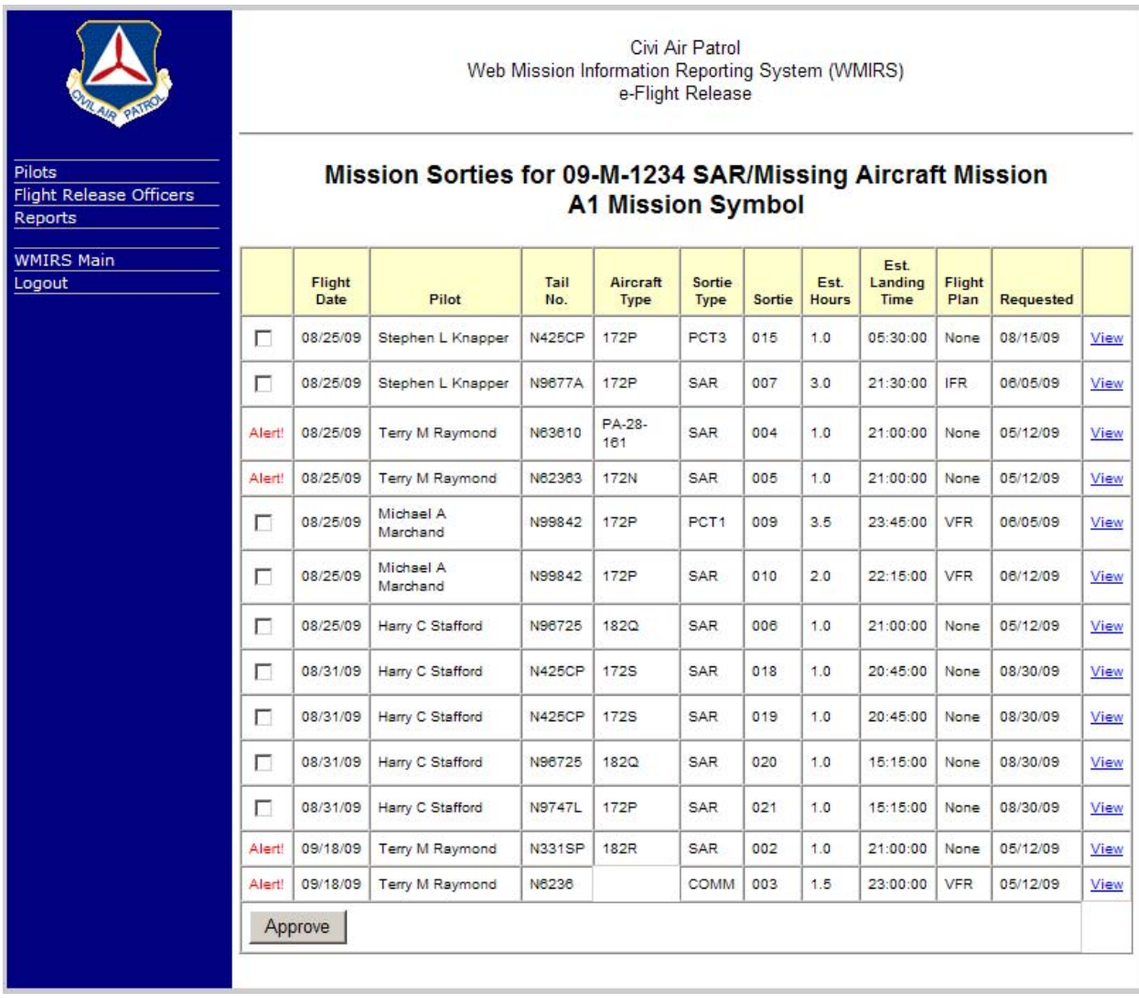
The pilot may also see his flights and their status under the “Pilots” menu on the e-Flight Release”



page.

Clicking on “Edit” will bring the pilot back to the original sortie page in WMIRS.

Access to the e-Flight Release pages is restricted to Flight Release Officer’s properly appointed in eServices. Pilots will be able to access the “Pilots” area and Reports sections only.



During missions, or for multiple releases on monthly missions, the FRO may use “Mission Releases.”

Select the mission, then a list of pending releases for that mission will be available.

Note that several show “Alert” instead of a checkbox. This means that something on that sortie requires consideration prior to a release.

Clicking “View” on the flight will bring up the normal detail page seen on a single flight release.

The questionable items will be in red.

These flights must be released individually as the FRO will be required to enter comments justifying the release.

When exceptions are noted, the flight release approval and disapproval page will show the exceptions and provide an area for comments. Comments are required for flight release approvals, but are optional for disapprovals. Exceptions and comments are recorded with the flight release.

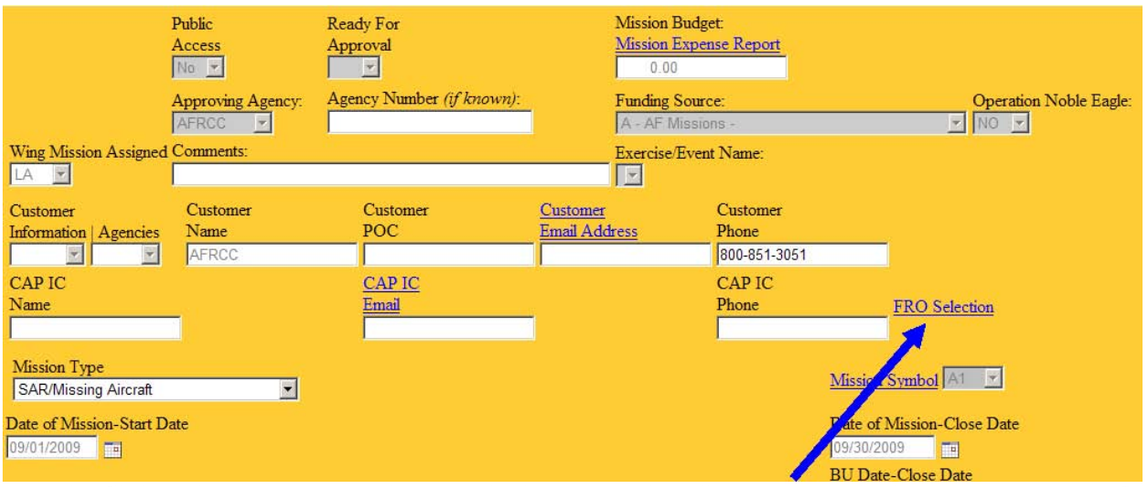
Flight Release Utilities

Wings can either allow all FRO's to release flights, including mission qualified Incident Commanders and Air Operations Branch Directors, or limit the number of FRO's to release flights on a day-to-day basis. Missions can also have a set list of FRO's to release flights specific to that mission.

For Day-to Day flight releases, members with "FRO Admin" privileges in WMIRS will

Clicking on "Utilities" will show "Select FRO's" in the menu. This will bring up a list of wing approved FRO's from Ops/Quals.

Simply select the FRO's and submit and only those FRO's will be allowed to release flights.

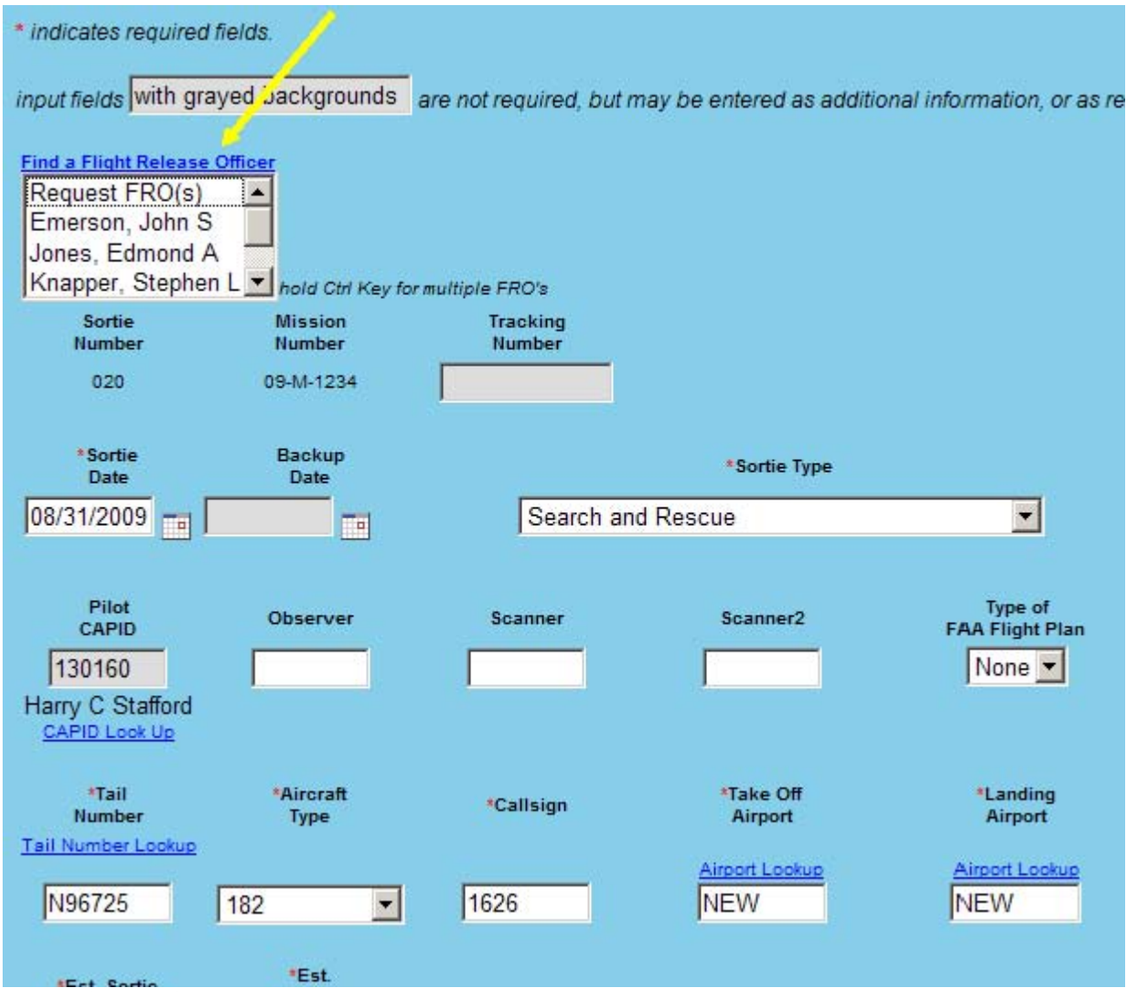


To restrict flight release personnel on a mission, there is a link on the mission page in WMIRS that will open a list of the wing FRO's.

This works the same as the previous list, but will limit only this mission to those FRO's selected. FRO's do not have to be selected in the day-to-day list to be FRO's on a mission. If no FRO's are selected on for a mission, any FRO who can release flights on a day-to-day basis will be able to release flights on that mission.

Requesting a Flight Release Officer

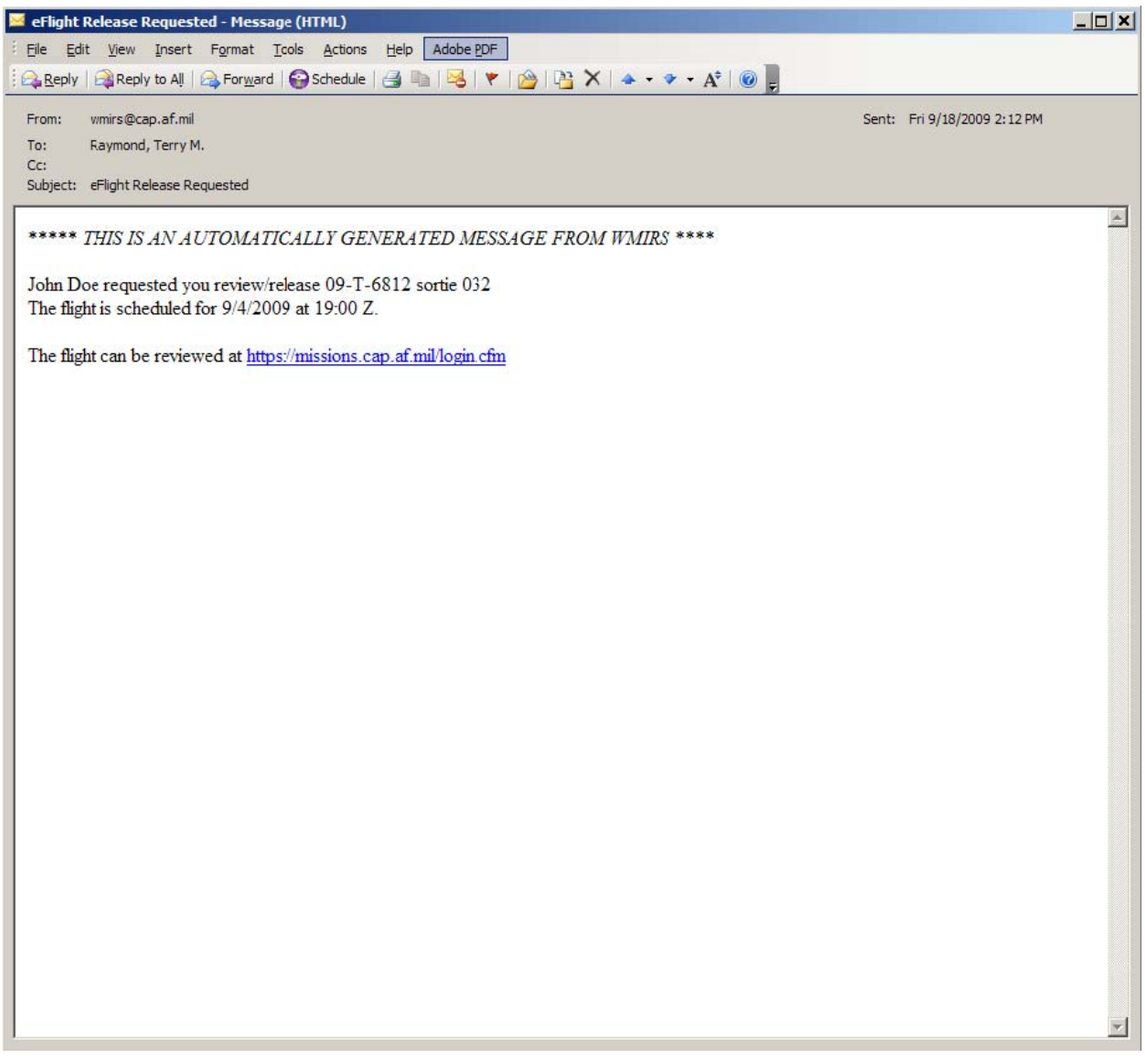
When entering a flight/sortie, the pilot may request one or more FRO's to release the flight. This is



done on the sortie page.

Multiple FRO's can be selected by holding down the CTRL Key while clicking on the names. There is also a link above the list to "Find a Flight Release Officer." This will bring up the FRO's and contact information to assist the pilot in contacting an FRO.

When the sortie is submitted, an E-Mail is sent to the FRO(s) alerting them that they have a flight

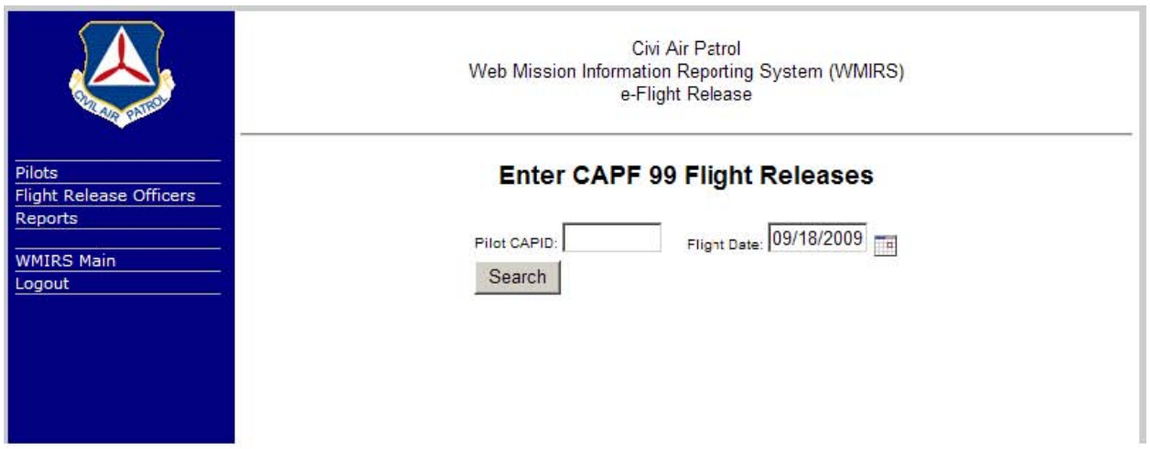


to review and release.

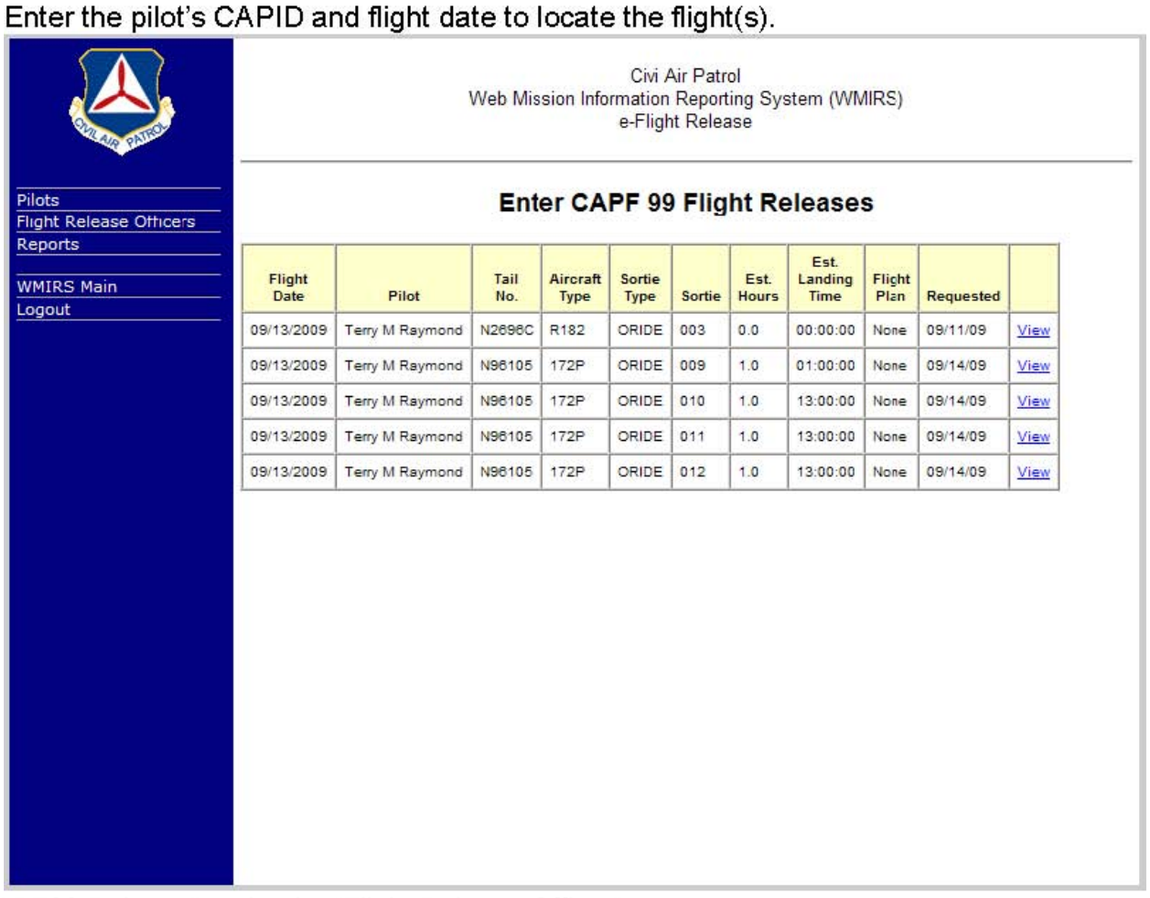
A link in the E-Mail will take the to the login screen and then, directly to the flight release.

Entering CAPF99 Flight Releases

In the event that a flight is released using a CAPF 99, they may be entered by clicking the “Enter



Enter the pilot’s CAPID and flight date to locate the flight(s).



CAPF99 Release” under the “Flight Release Officer” menu.

Clicking “view” will bring up the normal flight detail/release screen.

Note that during for CAPF 99 releases, the FRO and IMSafe checklists are not required for

electronic approval, since they should already be accomplished prior to the flight release.

If there are any exceptions, as in red above, the FRO will still be required to enter comments on the approval justifying the release.